

41B The Tything Worcester WR1 1JT  
T: 01905 613 774 F: 01905 25748  
E: enquiries@houselets.co.uk

**HOUSELETS**  
your local letting agent



## **Conditions of Letting**

**Viewings:-** Viewings are always accompanied and can be arranged either by contacting House Lets by telephone or by calling into the office in person.

**References:-** An application form must be completed when you find a suitable property and the information provided will be discussed with the landlord to decide whether they are willing to accept your application in principal. If the application is accepted in principal, your funds are banked and your referencing completed. Referencing includes a credit check. The funds paid up to this point become non refundable once referencing has begun. The landlord retains the right to decline any application if detrimental information is discovered and a satisfactory explanation or action is not provided.

**Agreement:-** House Lets provide Assured Shorthold Tenancy Agreements which are, generally, for an initial term of six months. House Lets are usually aware of the proposed length of time for which a property will be available and will be able to advise you upon request.

**Contract Fees:-** There is a charge of **£140.00 plus VAT** for the first applicant and a charge of **£50.00 plus VAT** for each additional applicant. **Half of the full fee must be paid upon application for a property.** A signed copy of these conditions must also be returned with any application. If an application is subsequently declined due the discovery of detrimental information that the applicant failed to declare or if the applicant decides not to proceed with the application, the payment received is non refundable and by signing these conditions, you agree to the retention of these funds under these circumstances. If the landlord, subsequent to an application being processed, declines the tenancy for any reason other than the unsuitability of the application, the payment will be refunded. The balance of the fee is due on or before the commencement date of the tenancy.

**Rentals:-** For managed properties rental is due and should be paid on the 1<sup>st</sup> of each month by standing order. Rental for non-managed properties is usually due on the monthly anniversary of the date on which the tenancy commenced. Tenants who are not accepted due to poor credit or unemployment may be accepted, at the landlord's discretion, either by making an advanced payment equivalent to the term of the tenancy agreement or by providing a suitable guarantor who is willing to make the monthly rental payments on behalf of the tenant. There is an additional charge of **£50.00 plus VAT** for each guarantor. If a six month advance payment is made, notice will normally be given to terminate the tenancy at the end of the fixed term.

**Deposit:-** The security deposit is usually equivalent to one month's rental but can vary. For managed properties the deposit will be protected by the Deposit Protection Service in accordance with the terms and condition of the DPS. The terms and conditions and ADR rules governing the protection of the deposit including the repayment process can be found at [www.depositprotection.com](http://www.depositprotection.com). Alternatively, you can contact the DPS directly by telephone on 0870 707 1 707 or by post at The Pavilions, Bridgewater Road, Bristol. BS13 8AE or contact House Lets who are able to supply a hard copy of this information to you free of charge.

For non-managed properties, the landlord will have the option as to which of the three Government approved Deposit Protection Schemes he intends to use. This will be identified to you in the tenancy agreement and the landlord will provide you with the proof of registration after the tenancy has commenced. In addition to the free Custodial System as above, there are two further insured options that the landlord may take, as below:

1. The Tenancy Deposit Scheme (TDS), details of which can be found at [www.tds.gb.com](http://www.tds.gb.com) or by telephone on 0845 226 7837 or by post at The Dispute Service Limited, PO Box 541, Amersham, Bucks. HP6 6ZR  
OR
2. Tenancy Deposit Solutions Limited (TDSL) who can be found at [www.mydeposits.co.uk](http://www.mydeposits.co.uk) or by telephone on 0871 703 0552 or by post at Tenancy Deposit Solutions Limited, 3rd Floor, Kingmaker House, Station Road, New Barnett, Hertfordshire. EN5 1NZ.

The amount of deposit for each property is available upon request. Higher deposits may be requested by landlords who are willing to accept pets.

**Inventory:-** One copy of the full inventory will be provided to be checked and signed by both the tenant(s) and the agent together. A Copy of the inventory is then supplied to the tenant and the original kept in the files. This information will be required if there is any dispute over the distribution of the security deposit at the end of the tenancy. An appointment to check and sign the inventory is made when the tenancy is commenced.

**Utility Accounts and Council Tax:-** By signing and returning a copy of these conditions when making an application for a rental property, you agree that House Lets can notify all and any relevant utility companies and the relevant Council Tax Department of the full names of all and any persons named on the tenancy agreement, of any readings taken for the occupation of the property and the date of occupation. You also agree that, if necessary, House Lets can, at the end of any tenancy, divulge to the necessary utility companies and Council Tax department, any final readings, the date of vacation of the property and any forwarding address or, if a forwarding address is not available, any next of kin address.

***For end of tenancy cleaning, House Lets recommend:  
Wall to Wall Carpet and Upholstery Cleaner: 01905 422276.  
Done and Dusted (general cleaning): 07841 188681***

**APPLICATION SUBMITTED IN AGREEMENT TO THESE TERMS**

Signed .....

Dated .....